1. UW College Professor/General Education Teacher

- ➢ UW Campus setting (Youth Options – UW System)
- ➢ College Level Curriculum
  - ✓ The college professor teaches students curriculum within a college setting.
  - ✓ The college professor assigns the grade to all students.
  - ✓ The college professor reports student completion records to the CWCS Submitting School/District.
  - ✓ The general education teacher, principal, counselor or administrator from your district reports all students through CWCS.

Submission Instructions

The general education teacher, principal, counselor or administrator reports all students as a section/course assignment through CWCS as the monitoring educator.

Course and Teacher Record Example

1) SectionCourse_ID: YOUW_FrenchV
2) Course_Code: 06125G
2) Local_Course_Title: French V - 09898 (must include the college course title and college course code if college credit is being awarded)
3) Dual Enrollment Credit Code = YOUW
4) WorldLanguage: WL
   — Teacher Role is; Monitoring educator = general education teacher, principal, counselor or administrator from your district

Student Completion Record Example

1) WSN_ID: 0000000001
2) GradeEarned: 3.75
3) COMPLETION_ STATUS: P
4) HS_CREDIT_EARNED: .75
5) COLG_CREDIT_EARNED: 3
6) PTO_ENROLL_DISTRICT: NA
   Note: Dual Enrollment Credit coursework does NOT qualify as Part-time open enrollment.

2. **Private College Professor/General Education Teacher**
   ➢ Private College setting (Youth Options – Private College)
   ➢ College Level Curriculum
      ✓ The private college professor teaches students curriculum within a college setting.
      ✓ The private college professor assigns the grade to all students.
      ✓ The private college professor reports student coursework completion records to the CWCS Submitting School District.
      ✓ The general education teacher, principal, counselor or administrator from your district reports all students through CWCS.

Submission Instructions
The general education teacher, principal, counselor or administrator reports all students as a section/course assignment through CWCS as the monitoring educator.

Course and Teacher Record Example
   1) SectionCourse_ID: YOPC1_02121G_Calculus
   2) Course_Code: 02121G
   3) Local_Course_Title: Calculus 09999 (must include the college course title and college course code if college credit is being awarded)
   3) Dual Enrollment Credit Code = YOPC
   4) WorldLanguage: NA
      — Teacher Role is; Monitoring educator = general education teacher, principal, counselor or administrator from your district

Student Completion Record Example
   1) WSN_ID: 0000000002
   2) GradeEarned: 4.000
   3) COMPLETION_ STATUS: P
   4) HS_CREDIT_EARNED: 1
   5) COLG_CREDIT_EARNED: 4
   6) PTO_ENROLL_DISTRICT: NA
      Note: Dual Enrollment Credit coursework does NOT qualify as Part-time open enrollment.

3. Technical College Professor/General Education Teacher
- ➤ Technical College setting (Youth Options – Technical College)
- ➤ College Level Curriculum
  - ✓ The technical college professor teaches students curriculum within a college setting.
  - ✓ The technical college professor assigns the grade to all students.
  - ✓ The technical college professor reports student coursework completion records to the CWCS Submitting School District.
  - ✓ The general education teacher, principal, counselor or administrator from your district reports all students through CWCS.

Submission Instructions
The general education teacher, principal, counselor or administrator reports all students as a section/course assignment through CWCS as the monitoring educator.

Course and Teacher Record Example
1) SectionCourse_ID: YOTC1_Students_Machining
2) Course_Code: 13203G
4) Local_Course_Title: Machining 08989 (must include the college course title and college course code if college credit is being awarded)
3) Dual Enrollment Credit Code = YOTC
4) WorldLanguage: NA
   — Teacher Role is; Monitoring educator = general education teacher, principal, counselor or administrator from your district

Student Completion Record Example
1) WSN_ID: 0000000003
2) GradeEarned: 3.75
3) COMPLETION_ STATUS: P
4) HS_CREDIT_EARNED: .75
5) COLG_CREDIT_EARNED: 3
6) PTO_ENROLL_DISTRICT: NA
   Note: Dual Enrollment Credit coursework does NOT qualify as Part-time open enrollment.

4. General Education Teacher

➢ Work Based Learning Program (Youth Apprenticeship, Coop, etc.)
➢ Job Skills
- ✓ The student learns job skills within a work setting.
- ✓ The general education teacher from your district assigns the grade of "not applicable" to all students.
- ✓ The general education teacher, principal, counselor or administrator from your district reports all students through CWCS.

Submission Instructions

The general education teacher, principal, counselor or administrator reports all students as a section/course assignment through CWCS as the monitoring educator.

Course and Teacher Record Example

1) SectionCourse_ID: YA1_Students_TherapSrvcWE
5) Course_Code: 14098G
6) Local_Course_Title: (not applicable if no college credits being awarded) or Therapeutic Services—Workplace Experience 99999 (must include the college course title and college course code if college credit is being awarded)
7) Dual Enrollment Credit Code = YA
8) WorldLanguage: NA
— Teacher Role is; Monitoring educator = general education teacher, principal, counselor or administrator from your district

Student Completion Record Example

1) WSN_ID: 0000000004
2) GradeEarned: 3.75
3) COMPLETION_ STATUS: P
4) HS_CREDIT_EARNED: 1
5) COLG_CREDIT_EARNED: NA or 3
6) PTO_ENROLL_DISTRICT: NA
Note: Dual Enrollment Credit coursework does NOT qualify as Part-time open enrollment.

5. Technical College Professor/General Education Teacher

➢ General Education Classroom (Advanced Standing Course)
➢ General Education Curriculum
  ✓ The general education teacher teaches all students enrolled in a general education course/curriculum in the general education classroom.
  ✓ The general education teacher assigns the grade to all students.
  ✓ The general education teacher from your district reports all students through CWCS.
  Note: High school courses or competencies that result in advanced college standing in a particular college program.

Submission Instructions

The general education teacher reports all students as a section/course assignment through CWCS as the single teacher.

Course and Teacher Record Example

1) SectionCourse_ID: 13207E_Welding II
2) Course_Code: 13207E
3) Local_Course_Title: Welding II
4) Dual Enrollment Credit Code = AS
5) WorldLanguage: NA
  — Teacher Role is; Single Teacher = general education teacher from your district

Student Completion Record Example

1) WSN_ID: 0000000005
2) GradeEarned: 3.75
3) COMPLETION_ STATUS: P
4) HS_CREDIT_EARNED: 1
5) COLG_CREDIT_EARNED: NA
6) PTO_ENROLL_DISTRICT: NA

6. General Education Teacher
- ➢ General Education Classroom
- ➢ College Level Curriculum
  - ✓ The general education teacher teaches all students enrolled in a college level course/curriculum in the general education classroom.
  - ✓ The general education teacher assigns the grade to all students.
  - ✓ The general education teacher from your district reports all students through CWCS.
    Note: The CAPP program existing in some Wisconsin school districts which allows students to take college-level courses and receive college credits without attending the college campus.

Submission Instructions
The general education teacher reports all students as a section/course assignment through CWCS as the single teacher.

Course and Teacher Record Example
1) SectionCourse_ID: 041162E_Law_Studies_CAPP
2) Course_Code: 041162E
3) Local_Course_Title: Law Studies 09999
4) Dual Enrollment Credit Code = CAPP
5) WorldLanguage: NA
   — Teacher Role is; Single teacher = general education teacher from your district

Student Completion Record Example
1) WSN_ID: 0000000006
2) GradeEarned: 4.000
3) COMPLETION_ STATUS: P
4) HS_CREDIT_EARNED: 1
5) COLG_CREDIT_EARNED: 3
6) PTO_ENROLL_DISTRICT: NA

7. General Education Teacher
- ➢ General Education Classroom (Transcripted Credit Course)
- ➢ General Education Curriculum
  - ✓ The general education teacher teaches all students enrolled in a general education course/curriculum in the general education classroom.
  - ✓ The general education teacher assigns the grade to all students.
  - ✓ The general education teacher from your district reports all students through CWCS.
    Note: High school courses that also result in the simultaneous earning of college credit.

Submission Instructions

The general education teacher reports all students as a section/course assignment through CWCS as the single teacher.

Course and Teacher Record Example
1) SectionCourse_ID: 01105E_Technical_Writing
2) Course_Code: 01105E
3) Local_Course_Title: Technical_Writing ENG203 (must include the college course title and college course code)
4) Dual Enrollment Credit Code = TC
5) WorldLanguage: NA
   — Teacher Role is; Single teacher = general education teacher from your district

Student Completion Record Example
1) WSN_ID: 0000000007
2) GradeEarned: 3.75
3) COMPLETION_ STATUS: P
4) HS_CREDIT_EARNED: .75
5) COLG_CREDIT_EARNED: 3
6) PTO_ENROLL_DISTRICT: NA

8. General Education Teacher
- ➢ General Education Classroom (Advanced Placement)
- ➢ General Education Curriculum
  - ✓ The general education teacher teaches all students enrolled in a general education course/curriculum in the general education classroom.
  - ✓ The general education teacher assigns the grade to all students.
  - ✓ The general education teacher from your district reports all students through CWCS.

Submission Instructions

The general education teacher reports all students as a section/course assignment through CWCS as the single teacher.

Course and Teacher Record Example
1) SectionCourse_ID: 04256E_AP_ Psychology
2) Course_Code: 04256E
3) Local_Course_Title: AP Psychology
4) Dual Enrollment Credit Code = NA
5) WorldLanguage: NA
   — Teacher Role is; Single teacher = general education teacher from your district

Student Completion Record Example
1) WSN_ID: 0000000007
2) GradeEarned: 3.75
3) COMPLETION_ STATUS: P
4) HS_CREDIT_EARNED: 1
5) COLG_CREDIT_EARNED: 0.00
6) PTO_ENROLL_DISTRICT: NA

9. General Education Teacher

- ➢ General Education Classroom (Project Lead the Way)
- ➢ General Education Curriculum
  - ✓ The general education teacher teaches all students enrolled in a general education course/curriculum in the general education classroom.
  - ✓ The general education teacher assigns the grade to all students.
  - ✓ The general education teacher from your district reports all students through CWCS.

Submission Instructions

The general education teacher reports all students as a section/course assignment through CWCS as the single teacher.

Course and Teacher Record Example

1) SectionCourse_ID: 21008E_Digital_ Electronics
2) Course_Code: 21008E
3) Local_Course_Title: Digital Electronics
4) Dual Enrollment Credit Code = NA
5) WorldLanguage: NA
   — Teacher Role is; Single teacher = general education teacher from your district

Student Completion Record Example

1) WSN_ID: 0000000007
2) GradeEarned: 3.75
3) COMPLETION_ STATUS: P
4) HS_CREDIT_EARNED: 1
5) COLG_CREDIT_EARNED: 0.00
6) PTO_ENROLL_DISTRICT: NA